

## **Printing and Mailing of Jury Summons RFP**

### **Questions Posed Subsequent to the Pre-Proposal Conference**

#### **Printing-Related Questions**

- 1. Is it possible that the background tint and red and black ink be different copy for each court? When the copy is determined can we print a year supply of forms with the front and back copy remaining the same for the entire year?**

All Courts will be sharing the same design and colors. The reverse side of the form (response side) will be identical for each court. The front (delivery, variable) side does have common components that could be pre-printed – the background color and all of the copy currently in red or black. The purpose of the variable side imaging is to leave much of that side for the individual courts to determine when copy changes need to be made, such as new telephone numbers or special instructions or notices.

- 2. Please provide specifications regarding the bar code.**

The actual width and length of the bar code varies from Court to Court. For example, the Marin barcode is 1” by 5/32”, the San Francisco barcode is 1 ¾” by ¼”. However, the general consensus is that as long as the bar code information can be sized to fit entirely within the window envelope, and can be read without having to open the envelope (for undeliverable mail), the Courts are able to scan and read the barcode using a wand or stationary reader.

- 3. Would a diagonal (side) seam on the envelopes be acceptable?**

From a production standpoint this would not affect the delivery of the summons. If a vendor wishes to deviate from the sample provided at the Pre-Proposal Conference and propose a different style envelope, this should be specifically addressed in their proposal.

- 4. Alameda uses two return envelopes: Blue and White. What are the quantities of each color that are needed? Confirm that only Alameda will be using blue envelopes.**

Only the Alameda Court will use blue envelopes. The following are the average quantities of envelopes used weekly: Blue – 6,150; White – 11,250.

- 5. Will a portion of every weekly mailing have blue and a portion have white envelopes? Or will it alternate from week to week?**

Every mailing will use both colored envelopes. (This applies only to the Alameda Court.)

- 6. How will the vendor know which prospective juror gets blue envelopes and which gets white?**

The vendor will know the correct color envelope to use by the Group Number that Alameda will provide for each summons. Summons that must have a white

return envelope will have an “L” with the Group Number, and summonses that must have a blue return envelope will have a “G” in the Group Number.

**7. How many summons are sent each week for the Court’s different locations?**

<b>Alameda</b>	
Fremont Hall of Justice	1,050
Gale-Schenone Hall of Justice	150
George E. McDonald Hall of Justice	150
Hayward Hall of Justice	6,400
Rene C. Davidson Courthouse	6,600
Wiley W. Manuel Courthouse	3,050
<b>Total</b>	<b>17,400</b>
<b>Contra Costa</b>	
Martinez Superior Court	2,200
Pittsburg Superior Court	300
Richmond Superior Court	600
Walnut Creek Superior Court	300
<b>Total</b>	<b>3,400</b>
<b>Marin – Hall of Justice</b>	<b>Total</b>
	<b>1,700</b>
<b>San Francisco</b>	
Civic Center Courthouse	3,600
Hall of Justice	3,400
<b>Total</b>	<b>7,000</b>

**8. Prior to providing the Jury Summons addresses to the vendor, I believe that both JSI and ACS process the addresses through an NCOA process that updates the addresses. Is this true?**

In general, each court has its entire pool of jurors verified through NCOA once or twice each year by the jury software provider. NCOA performs the “merge and purge” and the jury software company loads the records into the court’s database. When jurors are summoned, each court extracts the information from its database and sends the files to the printing and mailing vendor. There is no other NCOA run performed on the records by the printing and mailing vendor.

## **Software and Data Transfer Questions**

- 1. Is the data record layout from JSI or ACS the same for all four courts? If not, how is it different?**

JSI is the jury software provider for Contra Costa, Marin, and San Francisco. The data record layout for these courts is the same. ACS is the provider for Alameda, and the data layout is different from the JSI layout. See Question #2 below.

- 2. Can we get a copy of the data record layout to review?**

A copy of the data record layout for JSI and ACS is attached.

## **Business Practices Questions**

- 1. How many other courts could potentially join this system-wide program?**

At this time, only the four Courts of Alameda, Contra Costa, Marin and San Francisco will participate in the initial Agreement. Although some courts have expressed interest in this procurement, no other courts have committed to joining the program. See Attachment A, provision 25 (Term, Option Periods) relative to other courts that may elect to join the Purchasing Group and become a party to the Agreement.

## **Contract-Related Questions**

- 1. Section 2.7 Evaluation Criteria: Are some categories ranked higher than others? Do you have a percentage for each category?**

Although the weighting for each evaluation criteria is not included in the RFP, the evaluation criteria is listed in order of importance. The Evaluation Committee will first eliminate any proposals that do not meet the minimum qualifications and then evaluate the technical proposals based on the applicable criteria. The cost proposals will then be evaluated and the award will be determined based on best overall value.

- 2. Will the information in the response to the RFP be made public after the contract is awarded?**

Per the RFP, the information provided in the proposal is subject to public disclosure (see section 2.1.3, entitled Disposition of Material). If the proposer has certain information that they consider proprietary, the specific information should be marked as Proprietary and Confidential. If the court agrees that the information meets the disclosure exemption requirements of the Public Records Act, the information will not be disclosed pursuant to a written request for public documents. If the court does not consider such information to be exempt from disclosure, the information may be made available to the public.

- 3. By Audited Profit and Loss Statement, do you mean (a) a statement by an outside auditor attesting to the validity of the books; (b) tax return; or (c) a copy of the books for the last three years, audited internally?**

[The answer to this question will be sent later.]